

Admission Agreements

Section 1: Home School Agreement

The School shall:

- Provide a broad, balanced and relevant curriculum for each of its students;
- Ensure that the learning environment is pleasant, welcoming and meets Health and Safety requirements;
- Seek to uphold the highest standards of conduct, appearance and behaviour by building good relationships and developing a sense of responsibility;
- Set, mark and monitor students' work and regularly assess their progress;
- Send home reports and provide targets for individual student's improvement;
- Arrange Parents' Evenings during which students' progress will be discussed;
- Keep parents informed about School activities and invite them to attend performances;
- Contact parents if any concerns arise over a student's attendance, punctuality, work or behaviour;
- Welcome parental contact at any time but particularly if they or their children are worried or anxious.

Parent/Carer: I/We shall:

- Ensure that my child attends school regularly, on time and properly equipped. Make every effort to reduce any unnecessary absence which may impact negatively on my child's social and academic performance;
- Ensure that my child wears the correct Myton School uniform by adhering to the guidelines as listed on the Myton School website;
- Make the school aware of any concerns that might affect my child's work or attitude;
- Support the School's code of conduct and procedures that encourage good behaviour;
- Attend parents' meetings and meet with teachers to discuss my child's progress;
- Provide opportunities for home learning and support the school's homework policy;
- Encourage my child to enter fully a wide variety of aspects of school life;
- Welcome discussion about school;
- Contact the school directly with any questions or concerns I may have about my child; and not use social media for this purpose;
- Make every effort to avoid taking family holidays in term time.

Student: I shall:

- Attend school regularly and on time;
- Bring all the equipment I need every day;
- Wear the school uniform and be tidy in appearance;
- Do all my homework and classwork as well as I can;
- Be polite and considerate to others;
- Keep the school free from litter and graffiti;
- Make every effort to enjoy being a member of Myton and help others to be happy at school;
- Only use social media in a positive and appropriate way;
- Adhere to the school rules.

Section 2: General School Trip/Visit Agreement

Please only complete the online form if you have full parental responsibility for the child.

We ask you to give general consent for your child to participate in any standard off site activity, trip or visit organised by the school during the school year that is non-residential and based within mainland UK, requiring standard school trip insurance cover.

This will cover activities such as: school sports matches, visits to businesses, theatres, exhibitions and other schools; and the school will continue to notify you of details of each planned activity, should you wish to withdraw consent for any such trip. Any student (including sixth form) who does not have parental consent to take part in such an off-site activity will not be allowed to participate.

(NB. For all trips assessed to be of 'higher risk', such as overseas trips and residentials, we will require separate parental consent and will write to you with information and details accordingly.)

Section 3: Myton School Visits Code of Conduct

Students are expected to exhibit high standards of behaviour during organised activities and at other times. The following applies to any school visit. Please read through the following;

I shall:

- Follow rules and instructions given by teachers and other staff;
- Always stay seated and wear the seatbelt when the coach is moving;
- Always listen to, and follow instructions on health and safety advice;
- Always get permission if I need to leave the activity area;
- Always stay in groups of at least four or a specified number when I leave the activity area;
- Behave sensibly and safely when unsupervised;
- Always return to the meeting point at the agreed time;
- Not take part in any activity which could be deemed dangerous;
- Not behave in a way that will embarrass myself, staff or others on the trip;
- Not make noise or behave in a way that might cause inconvenience or disturb other guests or upset the management or staff;
- Always be aware of others around me;
- Take a full and active part in all activities;
- Be co-operative and helpful in order to make the trip enjoyable, trouble-free and rewarding;
- Only use mobile phones or other electronic devices as instructed by teachers and other staff;
- Not smoke or purchase or consume alcohol;
- Abide by the laws of the country visited and comply with the customs or duty free regulations;
- Expect staff to communicate any instances of misconduct to my parents'/carers either upon my return or by telephone whilst on the trip.

Section 4: Consent Form for the recording and use of Images

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website.

The school may also invite an external photographer to the school each year to take official school photographs and may invite a professional photographer in to take photographs of students engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school records any images of your child. In view of this, please read the statements below.

The table below set out the various reasons for taking and making use of images of your child and we would be grateful if you could indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

INTERNAL USE: I give consent for images to be taken of my child for the purposes listed in the table below

<ul style="list-style-type: none"> For official school photographs, with images taken by an appointed company, for example The School Photography Company, and available for purchase by parents, and held by the school for identification purposes with names attached
<ul style="list-style-type: none"> For use on internal school displays
<ul style="list-style-type: none"> For use as part of projects of work by students

EXTERNAL USE: I give consent for images to be taken of my child for the purposes listed in the table below

<ul style="list-style-type: none"> For use on the school's website
<ul style="list-style-type: none"> For use on the school's Facebook page
<ul style="list-style-type: none"> For use on the school's Twitter page
<ul style="list-style-type: none"> For use on the school's Instagram page
<ul style="list-style-type: none"> Occasional sharing of images of your child with external organisations, such as the School Library Service, or local businesses or organisations we partner with for careers or enterprise events or inviting such organisations to take photographs of students (including your child) engaged in school activities or events for publication including social media, local print or press
<ul style="list-style-type: none"> For sharing good news stories with the local press
<ul style="list-style-type: none"> For promoting the school in e.g. prospectus/adverts for open evenings, etc.
<ul style="list-style-type: none"> Attaching your child's name to any images accessible outside of school (for example social media, other websites or the local press)

Parents and Carers agree to only use the images for their own personal use, and not to publish them on any social media platform.

Myton School will take all steps to ensure these images are used solely for the purposes they are intended.

Please note, you have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can let us know you withdraw your request by contacting enquiries@myton.co.uk.

Section 5: Images of Students at School Events

Everyone has a responsibility to ensure the welfare and safety of children and young people when taking still photographic images / video footage on any device.

Myton School recognises that parents want to capture lasting reminders/mementos of their child's participation in school events and is happy to support that. The school can only record and permit the recording of images / videos with signed consent from parents/carers. Some parents/carers choose to withhold their consent for very good reasons. The development of digital photography & devices and the common practice of sharing images via social networking sites present additional challenges for schools in terms of granting permission for parents/carers to record images.

The school allows you to take photographs / videos in school of your own child or children. This agreement is subject to you recognising the need to be sensitive to other people, not causing interruption or disruption to concerts, performances and events and ensuring students are not distracted from giving their best performances after months of practice and preparation. Please note that if publishing photographs / videos of your own children on social networking sites you must be sure that no other children are visible.

However, the situation is less straightforward if recorded images include other children in addition to your own, e.g. photographs / videos of students singing or performing in a group or team sport event. For that reason, the school asks parents and carers to undertake to keep such videos and photographs for your own family use only and not to publish or upload any images / videos of other students onto any websites or social media networking sites. This is in order to respect the rights of other parents not to have images / recordings of their children published or distributed without their knowledge or consent.

If you become aware that images / videos are being used inappropriately, please contact the School immediately.

Section 6: Biometrics System

CASHLESS CATERING & ACCESS TO LEARNING RESOURCES

The current system, called "Impact Biometrics", is supplied by Cunningham's and is used by both students and staff to pay for food and refreshments in the dining rooms. The current system to withdraw books and resources from the Learning Resource Centre and for 6th form attendance is called BioStore

The Biometrics system operates by using an image of the finger to create a short numeric code. The system stores this biometric data in a secure database but does not store any fingerprint images. The numeric code is sufficient to recognise someone in a school community but the amount of data held cannot be used to uniquely identify someone from a much larger population. Also, the data cannot be used to recreate fingerprint images. More information regarding Impact Biometrics, together with Frequently Asked Questions, is given below.

Biometrics systems are regularly found in schools with an estimated 2,500 secondary schools using biometrics – more than half of the secondary schools in the UK.

“Impact Biometrics” has been in operation at Myton School since September 2011. Prior to this we operated a similar system since September 2009. We are pleased with the fast and effective way this system operates at Myton School.

The benefits that the staff and students at Myton School have experienced since the introduction of the Impact Biometrics system are:

- Faster service leading to shorter queues and waiting times
- Confidentiality
- Quick recognition of customer details



Frequently Asked Questions

Why do you need to take my child's finger image?

By taking an image of your child's finger we can turn this information into a digital signature.

Can finger images be used by any other agency?

No, the software we use turns your child's finger image in to a mathematical algorithm. The image of the finger is then discarded. The information that is stored cannot be used to recreate an image of the child's finger.

What happens when my child leaves the School?

All data is deleted.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger image with the unique digital signature held in the database.

Biometrics and Security

The system uses an image of the finger to create a mathematical algorithm and then discards the finger image. Only the numbers remain and these cannot be reinterpreted back into a finger image. Students, parents and staff can therefore rest assured that the fingerprint images **cannot** be used by any other source for identification purposes.

Where we use pupils' biometric data as part of an automated biometric recognition system, we will comply with the requirements of the Protection of Freedoms Act 2012. We must notify parents/carers before their child first takes part in any biometric recognition system. The school requires written consent from at least one parent or carer before we take any biometric data from their child and first process it.

Parents/Carers and pupils have the right to choose not to use the school's biometric system. We will provide alternative means of accessing the relevant services such as a pin code to type in at each transaction in this case.

Parents/Carers and pupils can object to participation in the school's biometric recognition system or withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted.

To comply with the General Data Protection Regulation, we need to ask your consent to enable your child to use this system. Should you have any queries, please do not hesitate to contact us at enquiries@myton.co.uk

Section 7: ICT Acceptable Use Agreement – Student/Parent

For my own personal safety:

- I understand that the school will monitor my computer when I use it.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of strangers and the dangers they pose when I am online.
- I will not share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, which school I go to, etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school computers are intended for educational use and that I will not use them for personal use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might prevent other users from being able to carry out their work.
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or edit any other user's files without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take, edit or share images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any illegal or inappropriate materials. I will not try to bypass the filtering and security systems in place to prevent me accessing these materials.
- I will immediately report any damage or issues involving equipment or software, however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this ICT Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school).
- I use my own devices in the school (when allowed) e.g. mobile phones, laptops, cameras, etc.

- I use my own equipment out of school in a way that is related to me being a member of this school, e.g. communicating with other members of the school, accessing school email, etc.

Section 8: ICT Acceptable Use - Internet Monitoring – Student/Parent

Use of the Internet within Myton School is a vital part of the education of your son/daughter. Our school makes extensive use of the Internet in order to enhance their learning and provide facilities for research, collaboration and communication.

You will be aware that the Internet is host to a number of illegal and inappropriate websites, and we will ensure as far as possible that your child is unable to access these sites. We are able to do this using software known as an Internet filter. This filter categorises websites in accordance with their content; the school allows or denies these categories dependent upon the age of the child.

The software also allows us to monitor Internet use; the Internet filter keeps logs of which user has accessed which Internet sites and when. Security and safeguarding of your child are of the utmost importance in our school. In order to ensure that there have been no attempts of inappropriate Internet activity we may occasionally monitor these logs. If we believe there has been questionable activity involving your child, we will inform you of the circumstances.

At the beginning of each school year we explain the importance of Internet filtering to your child. Furthermore, we explain that there has to be a balance of privacy and safety; we also inform them that we can monitor their activity. All children are given the opportunity to ask questions and give their viewpoint.

We would like to extend that opportunity to you also; if you have any questions or concerns please contact: Mr S Johnson – Johnson.s@myton.co.uk.

Section 9: Youth Support Services

Once our students reach the age of 13, we pass their contact details to the provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996. This enables them to provide the following services:

- post-16 education and training
- youth support services
- careers advice

A parent or carer can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once they reach the age 16. We will also share relevant information about pupils not in education, training or employment (such as their contact details) aged 16+ with the provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.